

### SuiteFoundation Training

Topic	Description	Duration
Introduction	Introduction of Facilitator Introduction of Participants Agenda/Topics	15 mins
Navigate the Application	General Preferences Center, Dashboard and Portlet Overview Change Password Update Security Questions Setting Personal Preferences My Login Audit Portlet Performance Details	25 mins
Enable Features and Setup	Enabling Feature Renaming Records and Transactions Set Auto-Generated Numbers Set Company Preferences	15 mins
NetSuite Country Editions and Tax Information	NetSuite Country Editions Tax Terminologies	10 mins
Set Up Items	Item Features Inventory Features Items/Transactions Preferences Item Types Costing Methods	20 mins
Set Up Pricing	Item Pricing Pricing Accounting Preferences Setup Pricing Group	10 mins

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Order Management	<ul style="list-style-type: none"> <li>Types of Forms</li> <li>Enable Multi Subsidiary Customers</li> <li>Setup Defaults and Define Preferences</li> <li>Sales Order Defaults</li> <li>Accounting Preferences</li> <li>Stages of Sales Order</li> <li>Drop Shipments and Special Sales Orders</li> <li>Sales Order Report</li> </ul>	25 mins
Accounts Receivable	<ul style="list-style-type: none"> <li>Account Receivable</li> <li>Accounting Preferences</li> <li>Invoice Sales Orders</li> <li>Accept Customer Payments</li> <li>Make Bank Deposits</li> <li>Create Invoices</li> <li>Process Returns</li> </ul>	20 mins
Inventory Tracking	<ul style="list-style-type: none"> <li>Multi-Location Inventory Consideration</li> <li>Bins</li> <li>Adjust Inventory</li> <li>Adjust Inventory Worksheet</li> </ul>	15 mins
Incorporate Marketing Ecommerce	<ul style="list-style-type: none"> <li>Setting Up Marketing Automation</li> <li>SuiteCommerce</li> </ul>	10 mins

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Reports and Searches	<ul style="list-style-type: none"> <li>Reports vs Searches</li> <li>Report Builder Overview</li> <li>View/Share the Report Results</li> <li>Searches</li> <li>Joins</li> <li>Publish Dashboard</li> </ul>	20 mins
Audit and System Notes	System Notes	5 mins
Data Management	<ul style="list-style-type: none"> <li>CSV Imports</li> <li>Mass Updates</li> <li>Duplicate Detection</li> </ul>	10 mins
Release Cycles and Learning Resources	<ul style="list-style-type: none"> <li>Cases vs Issues</li> <li>Types of Releases</li> <li>Phased Release</li> <li>Release Preview Participation</li> <li>Training Resources</li> </ul>	15 mins
Roles, Permissions, and Security	<ul style="list-style-type: none"> <li>NetSuite Access Overview</li> <li>Role Overview</li> <li>Permissions and Access Levels Overview</li> <li>Security Layers on a Role</li> </ul>	15 mins
Taking The Exam	<ul style="list-style-type: none"> <li>Tips</li> <li>Q &amp; A</li> </ul>	10 mins